



Comet Nursery School and Children's Centre

Charging Policy School Activities and Extended Services

Rationale

The 1996 Education Act requires all schools to have a policy on charging for school activities, which will be kept under regular review. This policy identifies activities for which will and will not be made.

Aims:

- To set out charges that will be made for extended day provision;
- To set out what the circumstances under which voluntary contributions will be requested from parents and carers (mainly within the Children's Centre).

Objectives:

- To maintain the right to 15/25hrs free nursery education.
- To maintain affordable Extended Provision.
- To confirm that the school may ask for voluntary contributions for the benefit for the support of any activity organised by the school.

Responsibilities:

The Governing Body of the school is responsible for determining the content of the policy. This is delegated to the Finance and Premises Committee. The Headteacher is responsible for implementing the content of the policy. Any determinations with respect to an individual parent or carer will be considered jointly by the Headteacher and the Finance and Premises Committee where appropriate. The responsibility for determining the level of voluntary contributions is delegated to the Headteacher.

Equal Opportunities and Inclusion:

At Comet we believe that all our Children and families should have an equal opportunity to benefit from our activities and visits independent of their parents/carers financial means. This charging policy describes how we will do our best to ensure that a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. We are strongly committed to positive action to ensure that visits and activities are fully accessible to all pupils regardless of their gender, ethnicity, physical disability, belief, ability, linguistic, cultural or home background.

Voluntary Contributions:

The school does not charge for any activities taking place during school hours; there may be an exception for outings and visits. Separately from the matter of charging, the school may seek voluntary contributions in order to offer a wide variety of experiences to pupils and also to support charitable events. All requests for voluntary contributions will emphasise their

voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the outing or activity may have to be cancelled if there is no way to make up the shortfall. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit. Profit will not be made from any voluntary contributions.

No charges will be made for:

- Free entitlement of 15/25 hours nursery education per week

Activities for which charges may be made:

- Extended day provision
- Outings and visits
- Visits by specific groups/entertainers to the school
- Specific activities

Outings and visits:

Comet staff run school/centre outings for the benefit of the children and their families. These outings usually take place within the framework of the school day (9am – 3.15pm) with full support of the Governing Body. On some occasions, mainly in the Children's centre, we would require a deposit to secure a place on the outing. This will be refunded when the family attends.

Extended day charges:

All 3 and 4 year old children are currently entitled to attend nursery for 15 hours each week without charge. Some parents may wish to take advantage of our breakfast and tea club in providing such education and care, it will be necessary for such places to be self-financing. Therefore a charge will be made for each breakfast and tea club attended by the child. The cost per session is reviewed regularly and may be subject to change to reflect changes in staffing and resource costs. Information about changes in costs will be given to parents at least half a term in advance of the change.

Appendix A sets out the current charges and terms for all extended provision.

MONITORING AND REVIEW

It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Learning and Development Committee.

This policy will be reviewed on an annual basis.

Signature: _____

Name: _____

Date: _____

Chair of Governors

Signature: _____

Name: _____

Date: _____

Headteacher

Review date _____

Appendix A

Extended Provision Costs

Times and costs

Provision	Time	Cost per session
Breakfast Club	8 - 9 am	£2.50 /£1.50 *
Tea club	2 – 4.15pm	£5/ £3*
Tea club	2 – 5.45pm	£9 / £5.50*
Tea Club	3.15 – 4.15pm	£2.50 / £1.50*
Tea club	3.15 – 5.45pm	£6 / £3.50*

*Families eligible to Free School Meals are offered provision at the discounted rate